

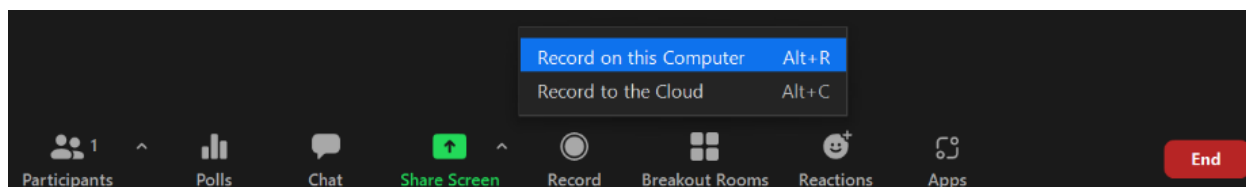
Technical guidance for feedback supervision session

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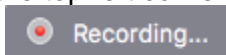
Recording sessions on Zoom

When using Zoom, you must ensure that you are recording locally to your computer. To do this:

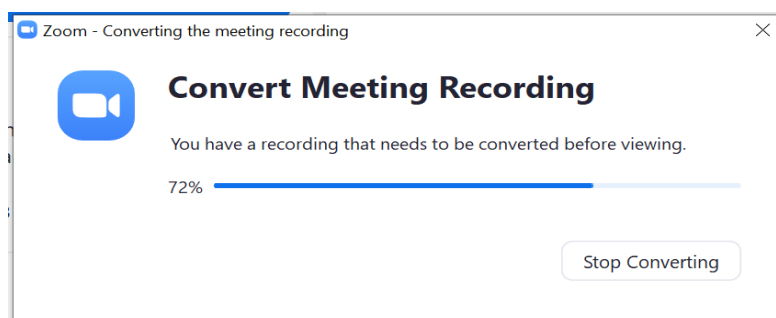
1. Start a Zoom meeting as the host.
2. Click Record and Record on this Computer.



3. You will see a recording indicator in the top-left corner while the recording is active.



4. After the meeting has ended, Zoom will convert the recording so you can access the file.



Once the conversion is done, the folder containing the recording will open.

During a Zoom recording, you or the participant can Stop or Pause the recording. If a recording is stopped and starts again, a new video file will be created for the next recording. If the recording is paused and starts again, Zoom will record to the same video file.

Zoom recordings are saved in your Documents in a folder called 'Zoom'.

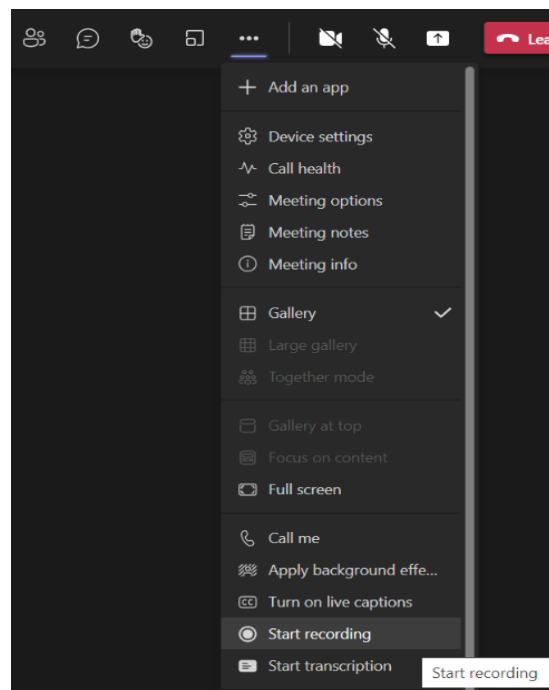
For a video tutorial please see [this web page](#).

Recording sessions on Teams

When using Teams, recordings will be saved to your OneDrive in a folder named 'Recordings'.

To record:

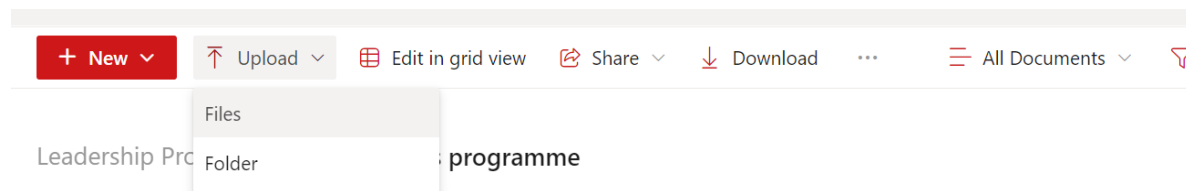
1. Start the meeting.
2. Go to the meeting controls and select More actions > Start recording.
3. There will be a notification that the recording has started.
4. To stop the recording, go to the meeting controls and select More actions > Stop recording



Uploading recordings to SharePoint

You will be sent a link to access your folder. If you work on the Pathways programme, this folder is in the same place you access your leaders' 360 diagnostics. The folder will be called 'Your Name session recording (CONFIDENTIAL)'

1. Follow the link emailed to you inviting you to view your folder
2. Double click to go into the folder titled 'Your Name session recording (CONFIDENTIAL)'
3. Click Upload > Files



4. Choose the recording you wish to upload and click Open
5. Once the recording has been uploaded, it will appear listed in your folder ready for the lead coach to review.